

AHS Board and Executive Expense Report

Name Steve Rees
Title Chief Program Officer, Capital Management
Location Edmonton
 Expenses submitted during the month of February 2019

		Travel (1)						Working Sessions		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Feb-19	P-Card	Meetings			334	110	444			
Feb-19	Direct Billing	Meetings	1,421				1,421			
Total			\$ 1,421	\$ -	\$ 334	\$ 110	\$ 1,865	\$ -	\$ -	\$ -

Total for the Month \$ 1,865

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 170
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
REES, STEPHEN P	Chief Program Officer, Capital Management	Edmonton	\$ 443.68								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/13/2019	Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2	AB - Local	Accommodations	\$ 333.28			Hotel - Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2 - Feb 13-15, 2019	2			
2/15/2019	Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2	AB - Local	Taxi	\$ 47.15	Hotel	Calgary Airport	Taxi - Hotel to Calgary Airport - Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2	1			
2/15/2019	Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2	AB - Local	Taxi	\$ 63.25	Edmonton Airport	Home	Taxi - Edmonton Airport to Home - Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2	1			
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	27-Feb-19								

(2) Hotel - Trip to Calgary for 2-day
 AHS Senior Leadership Program,
 Residency #2 - Feb 13-15, 2019



02-15-19

Stephen Rees [Redacted]	Folio No. :	[Redacted]	Room No. :	[Redacted]
	A/R Number :	[Redacted]	Arrival :	02-13-19
	Group Code :	[Redacted]	Departure :	02-15-19
	Company :	[Redacted]	Conf. No. :	[Redacted]
	Membership No. :	[Redacted]	Rate Code :	[Redacted]
	G.S.T # 894823004RT000		Page No. :	1 of 1

Date	Description	Charges	Credits
02-13-19	*Accommodation	169.99	
02-13-19	Tourism Levy	6.80	
02-13-19	2 % CTR	3.40	
02-13-19	GST 5% 89482-3004	8.67	
02-14-19	*Accommodation	129.99	
02-14-19	Tourism Levy	5.20	
02-14-19	2 % CTR	2.60	
02-14-19	GST 5% 89482-3004	6.63	
02-15-19	MasterCard [Redacted]		333.28

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	333.28	333.28
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS
 HOTEL &
 1020 8 AVE SW
 CALGARY AB

CARD TYPE MASTERCARD
 DATE 2019/02/13
 TIME 0301 22:12:16
 INVOICE # [Redacted]
 RECEIPT NUMBER [Redacted]

PRE-AUTHORIZATION
 TOTAL **\$335.00**

MasterCard [Redacted]

APPROVED
 AUTH# [Redacted]
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

Holiday Inn Express Calgary Downtown
 1020 8 Avenue SW Calgary, Alberta T2P 1J2
 Telephone: (403) 269-8262 Fax: (403) 269-4868
 G.S.T# 894823004RT0001

(1) Taxi - Edmonton Airport to Home - Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2 - Feb 15, 2019

(3) Taxi - Hotel to Calgary Airport - Trip to Calgary for 2-day AHS Senior Leadership Program, Residency #2 - Feb 15, 2019

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2019/02/15
TIME 2784 20:42:39
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL
\$63.25

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#830

SALE

MD: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch [REDACTED] SEC [REDACTED]
02/15/19 16:06:25
APPR CODE [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$41.00
TIP \$6.15
TOTAL \$47.15

00 - APPROVED - 001

MasterCard
[REDACTED]

THANK YOU
CUSTOMER COPY

Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: YES

Name : Steve Rees	Reporting Period for the Month of : Sep-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
29-Jan-19	Direct Billing	Airline Ticket	Feb 20/19 - Trip to Fort McMurray to attend CapM North Zone staff engagement session & other mtgs with on-site staff	Marlin Travel	338.96
31-Jan-19	Direct Billing	Airline Ticket	March 4-5/19 - Trip to High Level for CapM North Zone staff engagement site tours in High Level, Le Crete & Fort Vermillion	Marlin Travel	734.00
31-Jan-19	Direct Billing	Airline Ticket	Feb 13-15/19 - Trip to Calgary to attend 2-day AHS Senior Leadership Program - Residency #2	Marlin Travel	347.96
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 1,420.92



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: WS
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 29Jan19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHEN P M

AIR - Wednesday, February 20 2019

WestJet Flight WS3177 Economy Class - Seat Assigned at Check-in

Depart	Edmonton, Alberta Edmonton International Airport 06:30 AM Wednesday, February 20 2019	Arrive	Fort McMurray, Alberta Fort McMurray Airport 07:39 AM Wednesday, February 20 2019
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Duration: 1 hour(s) and 9 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)
Fare Basis: LAQD0ELW
Not Valid Before: 20Feb
Not Valid After: 20Feb

AIR - Wednesday, February 20 2019

WestJet Flight WS3362 Economy Class - Seat Assigned at Check-in

Depart	Fort McMurray, Alberta Fort McMurray Airport 04:10 PM Wednesday, February 20 2019	Arrive	Edmonton, Alberta Edmonton International Airport 05:19 PM Wednesday, February 20 2019
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Duration: 1 hour(s) and 9 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)
Fare Basis: LAQD0ELW
Not Valid Before: 20Feb
Not Valid After: 20Feb

Fare

Form of payment: Credit Card CA [REDACTED]
Endorsements / restrictions: NONE
Fare calculation:
Fare: CAD 338.96
Equivalent amount paid:

Positive identification required for airport check in



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: 9M
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 31Jan19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHENMR

AIR - Monday, March 4 2019

Central Mountain Air Flight 9M771 Economy Class - Seat Assigned at Check-in			
Depart	Edmonton, Alberta Edmonton International Airport 09:40 AM Monday, March 4 2019	Arrive	High Level, Alberta Footner Lake 11:20 AM Monday, March 4 2019
Duration:	1 hour(s) and 40 minute(s) Non-stop		
Status:	Confirmed - Central Mountain Air Booking Reference: [REDACTED]		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH CENTRAL MOUNTAIN AIR		
Fare Basis:	R		
Not Valid Before:	04Mar		
Not Valid After:	04Mar		

AIR - Tuesday, March 5 2019

Central Mountain Air Flight 9M776 Economy Class - Seat Assigned at Check-in			
Depart	High Level, Alberta Footner Lake 01:30 PM Tuesday, March 5 2019	Arrive	Edmonton, Alberta Edmonton International Airport 03:00 PM Tuesday, March 5 2019
Duration:	1 hour(s) and 30 minute(s) Non-stop		
Status:	Confirmed - Central Mountain Air Booking Reference: [REDACTED]		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH CENTRAL MOUNTAIN AIR		
Fare Basis:	U		
Not Valid Before:	05Mar		
Not Valid After:	05Mar		

Fare

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	AB HEALTH SERVICES COF 4MAR YEA 9M YOJ Q18.00 326.00 9M YEA Q18.00 342.00CAD704.00END
Fare:	CAD 734.00
Equivalent amount paid:	

Positive identification required for airport check in

Central Mountain Air round trip flight exceeds \$600 policy limit - it is the cheapest available flight to High River with a limited schedule during the week.



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: AC
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 31Jan19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHENPMR

AIR - Wednesday, February 13 2019

Air Canada Flight AC8161 Economy Class - Seat Assigned at Check-in

Depart	Edmonton, Alberta Edmonton International Airport 08:25 PM Wednesday, February 13 2019	Arrive	Calgary, Alberta Calgary International Airport 09:26 PM Wednesday, February 13 2019
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Duration: 1 hour(s) and 1 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ
Fare Basis: W10WLATG
Not Valid Before: 13Feb
Not Valid After: 13Feb

AIR - Friday, February 15 2019

Air Canada Flight AC8154 Economy Class - Seat Assigned at Check-in

Depart	Calgary, Alberta Calgary International Airport 06:35 PM Friday, February 15 2019	Arrive	Edmonton, Alberta Edmonton International Airport 07:31 PM Friday, February 15 2019
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Duration: 0 hour(s) and 56 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ
Fare Basis: L14ZHATG
Not Valid Before: 15Feb
Not Valid After: 15Feb

Fare

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	AC ONLY-NONREF-CHGFEE AB HEAL TH SERVICES COF 13FEB YEA AC YYC Q9.00Q3.00 145.00AC YEA Q9.00Q3.00 104.00CAD273.00END
Fare:	CAD 347.96
Equivalent amount paid:	

Positive identification required for airport check in**Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.